

Job description: Midday Supervisor

Job Title:	Midday Assistant (primary)
Grade:	Scale point NJC 3 (currently £15.25 per hour)
Contract Type	Casual Contract/fixed term contract/permanent contract
Responsible to:	Senior Midday Assistant/Class Teachers/ Deputy Head teacher
Key Relationships:	Pupils, Senior Midday Assistant, School Leadership Team, Catering Staff, School Staff
Level of Disclosure:	Satisfactory DBS needed
Working Hours:	Casual contract could be – 1hour 15 mins a day up to 2h 15 a day, as and when needed. Nursery and ADHOC roles are 5 hours weekly. Other roles 6.25 hours weekly.

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

Duties and responsibilities

Supervision

- Supervise pupils in in the dining hall, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Assist with cutting up food, pouring drinks etc
- Model and encourage courtesy towards servers
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Organise playground space appropriately

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Ensure safety with cutlery
- Be aware of and support pupils with special educational needs or disabilities
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils

- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures
- Ensure that pupils keep out of areas that are out of bounds and don't leave the school premises.
- Be aware of security procedures with regards to exits

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Read and understand the latest Keeping Children Safe in Education document and the school's Safeguarding Policy
- To be aware of responsibilities under child protection legislation and report any concerns to the Designated Safeguarding Team
- Approach visitors and direct them to the appropriate contact person

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Spend 15 minutes before or after lunch duty listening to target pupils read their school reading book (not applicable for ADHOC or nursery midday assistant)
- Have a full commitment to the school's Equal Opportunities Policy and acceptance of personal responsibility for its practical application
- Commitment to following the school's staff code of conduct policy

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Roles

Irrespective of whether the midday assistant is working in nursery, reception, Key Stage 1, 2 or supporting individual pupils the above main responsibilities and duty and responsibilities are relevant.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none">• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to follow instructions from senior team members• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Uphold and promote the ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion
Disqualifying Factors	<ul style="list-style-type: none">• Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the School's Equal Opportunities Policy• An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate• Lack of satisfactory references• An unsatisfactory DBS

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 22/9/25

Next review date: 22/6/26

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
